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82-9487

29 DEC 1982

MEMORANDUM FOR: Deputy Director for Operations
Deputy Director for Intelligence
Deputy Director for Science and Technology
Deputy Director for Administration
Chairman, E Career Service

FROM: James N. Glerum
Director of Personnel

SUBJECT: Control of Agency EODs (U)

1. As you know, the decision has been made that the Agency will not exceed authorized FY-83 ceiling and the requested increase in Full-Time Equivalency (FTE). As of 20 December, we were only 257 below authorized ceiling, and as a result, quickly burning up our FTE. In order to allow a reasonable and phased pace which will bring us to ceiling no earlier than 30 September, it will be necessary to monitor and control our on-duty strength for the rest of FY-83. In order to do so, we must resume the control system used in the latter stages of FY-82 in allocating EOD spaces for each directorate. The control system will work as follows: (S)

- a. OP will allocate to each directorate a proportionate number of EOD slots for each month based on ceiling, on-duty strengths and projected attrition (see attached). This information will be provided to the senior personnel representatives in each directorate and updated monthly or more often, if necessary. (U)
- b. As applicants are cleared, it will be directorate management responsibility to determine which categories and mix of individuals can EOD, based on the directorate's allocation. The hiring decision will be passed through the directorate personnel representative to Staff Personnel Division. (U)



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c. All EOD commitments through 23 December 1982 will be honored. (U)

2. Attached are directorate EOD allocations for the months of January and February 1983. We will provide projected EOD allocations through the end of FY-83, as our data is developed. (U)

3. By instituting hiring controls at this early date, we can reach Agency and directorate ceiling and FTE levels in an orderly and equitable manner. Since operational contingencies may require adjustments in staffing, I have instructed Staff Personnel Division to maintain a limited reserve of ceiling and FTE for such purposes. (U)

/s/ James N. Glerum
James N. Glerum

Attachment:
as stated

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